

KEY MARCO COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors' Regular Meeting

Thursday, June 21, 2018 at 8:30 a.m.

505 Whiskey Creek Drive
Marco Island, FL 34145

AGENDA

Note: Requests to address the Board on all subjects, which are not on today's agenda, will be accommodated under "Public Comments". Public Comments should be limited to 2 minutes.

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining there to and may need to ensure that a verbatim record of these proceedings is made at their expense.

Any person requiring special accommodations at this meeting because of a disability of physical impairment should contact the District Office at 239-394-4346 at least five days prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience Questions and Comments on Agenda Items
5. Specific Items of Old Business
6. Specific Items of New Business
7. Reports:
 - a. District Counsel – Greg Urbancic
 - b. District Manager – Katie Maline
 - i. Financials
 - ii. Financial Statement Ending April 30, 2018
 - iii. 2018-2019 Proposed Budget (revised June 6, 2018)
 - c. Street Light Update
 - d. Side Walk Repair (exit side)
 - e. Landowners' Meeting Notice
 - i. Resolution 2018-06 Designation a date, time and location for a landowners' meeting and election.
8. Supervisors Request and Comments
9. Audience Questions and Comments
10. Schedule Next Meeting Date and Time
11. Adjournment

KEY MARCO
Community Development District

Financial Statements

(Unaudited)

April 30, 2018

Balance Sheet
April 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>FIXED ASSETS FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Checking Account	\$ 956,471	\$ -	\$ 956,471
Fixed Assets			
Land	-	1,969,203	1,969,203
Buildings	-	146,196	146,196
Accum Depr - Buildings	-	(111,345)	(111,345)
Improvements	-	882,684	882,684
Infrastructure	-	6,522,136	6,522,136
Accum Depr - Improvements	-	(681,688)	(681,688)
Accum Depr - Infrastructure	-	(4,204,655)	(4,204,655)
Machinery & Equipment	-	126,860	126,860
Accum Depr - Mach & Equip	-	(33,006)	(33,006)
TOTAL ASSETS	\$ 956,471	\$ 4,616,385	\$ 5,572,856
<u>LIABILITIES</u>			
Accounts Payable	\$ 50,867	\$ -	\$ 50,867
Accrued Expenses	12,640	-	12,640
TOTAL LIABILITIES	63,507	-	63,507
<u>FUND BALANCES</u>			
Unassigned:	892,964	4,616,385	5,509,349
TOTAL FUND BALANCES	\$ 892,964	\$ 4,616,385	\$ 5,509,349
TOTAL LIABILITIES & FUND BALANCES	\$ 956,471	\$ 4,616,385	\$ 5,572,856

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	APR-18 ACTUAL	APR-18 BUDGET	VARIANCE (\$) FAV(UNFAV)	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE (\$) FAV(UNFAV)
REVENUES							
Interest - Investments	\$ 4,000	\$ 1,455	\$ 333	\$ (1,122)	\$ 8,145	\$ 2,333	\$ (5,812)
Interest - Tax Collector	-	9	-	(9)	31	-	(31)
Special Assmnts- Tax Collector	629,800	9,541	31,490	21,949	546,226	629,800	83,574
Special Assmnts- Discounts	(25,000)	-	(1,250)	(1,250)	(1,175)	(25,000)	(23,825)
Other Miscellaneous Revenues	100	-	8	8	466	58	(408)
TOTAL REVENUES	608,900	11,005	30,581	19,576	553,693	607,191	53,498

EXPENDITURES

Administration

P/R-Board of Supervisors	4,000	-	333	(333)	1,800	2,333	(533)
FICA Taxes	500	-	42	(42)	-	292	(292)
ProfServ-Engineering	2,000	-	167	(167)	-	1,167	(1,167)
ProfServ-Legal Services	25,000	-	2,083	(2,083)	13,915	14,583	(668)
ProfServ-Mgmt Consulting Serv	80,000	6,000	6,667	(667)	46,750	46,667	83
ProfServ-Property Appraiser	9,045	-	452	(452)	9,045	9,045	-
ProfServ-Special Assessment	1,000	-	1,000	(1,000)	1,000	1,000	-
ProfServ-Tax Collector	13,000	1,575	650	925	7,531	13,000	(5,469)
Accounting Services	7,200	(1,608)	600	(2,208)	7,267	4,200	3,067
Auditing Services	5,000	-	-	-	4,925	5,000	(75)
Postage	400	108	33	75	199	233	(34)
Rentals & Leases	1,500	25	125	(100)	175	875	(700)
Insurance - General Liability	31,000	-	-	-	27,205	23,250	3,955
Legal Advertising	2,000	-	167	(167)	1,110	1,167	(57)
Miscellaneous Services	500	60	42	18	425	292	133
Misc-Assessmnt Collection Cost	-	(1,385)	-	(1,385)	-	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	APR-18 ACTUAL	APR-18 BUDGET	VARIANCE (\$) FAV(UNFAV)	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE (\$) FAV(UNFAV)
Transcript Cost	1,000	175	83	92	1,040	583	457
Computer Support	600	-	50	(50)	300	350	(50)
Office Supplies	400	25	33	(8)	421	233	188
Dues, Licenses, Subscriptions	200	-	17	(17)	265	117	148
Total Administration	184,345	4,975	12,544	(7,569)	123,373	124,387	(1,014)
Field							
Rentals & Leases	500	-	42	(42)	-	292	(292)
Total Field	500	-	42	(42)	-	292	(292)
Maintenance and Landscaping							
Contractual Services	134,000	11,734	11,167	567	80,428	78,167	2,261
R&M-Trees and Trimming	25,000	19,340	2,083	17,257	19,340	14,583	4,757
Plant Replacement Program	20,000	-	1,667	(1,667)	7,690	11,667	(3,977)
Exotic Maintenance	13,000	-	1,083	(1,083)	116	7,583	(7,467)
Flower Program	5,000	-	417	(417)	1,825	2,917	(1,092)
Irrigation Supplies	3,000	-	250	(250)	-	1,750	(1,750)
Land Lease	31,000	2,553	2,583	(30)	17,871	18,083	(212)
Mulch Program	15,000	387	1,250	(863)	9,387	8,750	637
Misc-FEMA Expense	-	2,055	-	2,055	57,289	-	57,289
Total Maintenance and Landscaping	246,000	36,069	20,500	15,569	193,946	143,500	50,446
Irrigation Services							
Contractual Services	6,100	125	508	(383)	1,092	3,558	(2,466)
Utility - Water	15,000	2,493	1,250	1,243	9,942	8,750	1,192
Utilities-Electric	5,000	(373)	417	(790)	1,441	2,917	(1,476)
Lease	31,000	-	2,583	(2,583)	-	18,083	(18,083)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	APR-18 ACTUAL	APR-18 BUDGET	VARIANCE (\$) FAV(UNFAV)	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE (\$) FAV(UNFAV)
Repairs & Maintenance	15,000	2,044	1,250	794	12,273	8,750	3,523
Total Irrigation Services	72,100	4,289	6,008	(1,719)	24,748	42,058	(17,310)
Capital Expenditures & Projects							
Street Light Project	37,000	-	3,083	(3,083)	5,000	21,583	(16,583)
Bridge Repair	15,000	-	1,250	(1,250)	15,124	8,750	6,374
Guardgate Roof	21,000	-	1,750	(1,750)	-	12,250	(12,250)
Cap Outlay-Roads	230,000	-	19,167	(19,167)	18,625	134,167	(115,542)
Total Capital Expenditures & Projects	303,000	-	25,250	(25,250)	38,749	176,750	(138,001)
Lighting							
Utilities-Electric	15,000	386	1,250	(864)	12,391	8,750	3,641
R&M-General	14,000	-	1,167	(1,167)	923	8,167	(7,244)
Misc-Holiday Lighting	3,000	-	-	-	1,750	3,000	(1,250)
Total Lighting	32,000	386	2,417	(2,031)	15,064	19,917	(4,853)
Access Control							
Contractual Services	84,000	6,872	7,000	(128)	48,895	49,000	(105)
Utilities-Electric	10,000	760	833	(73)	6,009	5,833	176
R&M-Gate	5,000	(4,411)	417	(4,828)	4,810	2,917	1,893
R&M-Gatehouse	8,000	975	667	308	3,725	4,667	(942)
Op Supplies - General	1,200	159	100	59	282	700	(418)
Capital Outlay	-	5,000	-	5,000	10,000	-	10,000
Total Access Control	108,200	9,355	9,017	338	73,721	63,117	10,604
Roadway Services							
Repairs & Maintenance	10,000	620	833	(213)	1,451	5,833	(4,382)
Total Roadway Services	10,000	620	833	(213)	1,451	5,833	(4,382)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>APR-18 ACTUAL</u>	<u>APR-18 BUDGET</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YEAR TO DATE BUDGET</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
TOTAL EXPENDITURES	956,145	55,694	76,611	(20,917)	471,052	575,854	(104,802)
Excess (deficiency) of revenues Over (under) expenditures	(347,245)	(44,689)	(46,030)	(1,341)	82,641	31,337	(51,304)
<u>OTHER FINANCING SOURCES (USES)</u>							
Contribution to (Use of) Fund Balance	(347,245)	-	-	-	-	-	-
TOTAL FINANCING SOURCES (USES)	(347,245)	-	-	-	-	-	-
Net change in fund balance	\$ (347,245)	\$ (44,689)	\$ (46,030)	\$ (1,341)	\$ 82,641	\$ 31,337	\$ (51,304)
FUND BALANCE, BEGINNING (OCT 1, 2017)	810,323				810,323	810,323	
FUND BALANCE, ENDING	\$ 463,078				\$ 892,964	\$ 841,660	

KEY MARCO

Community Development District

Annual Operating Budget

Fiscal Year 2019

Version 1 - Modified Tentative Budget - 06/07/18

KEY MARCO

Community Development District

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Key Marco
Community Development District

Operating Budget
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR-2018	APRIL- SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
REVENUES							
Interest - Investments Income	\$ 3,244	\$ 8,336	\$ -	\$ 6,690	\$ -	\$ 6,690	\$ 8,000
Interest - Tax Collector Investments	-	-	4,000	22	-	22	-
Non-Ad Valorem Assessments	623,464	586,260	629,800	536,685	66,315	603,000	629,800
Non-Ad Valorem Assessments Discounts	-	-	(25,000)	(1,175)	-	(1,175)	(25,192)
Revenue Carry Forward	-	-	347,245	-	-	-	-
Miscellaneous Revenues	5,129	288	100	466	-	466	-
TOTAL REVENUES	631,838	594,884	956,145	542,688	66,315	609,003	612,608
EXPENDITURES							
<i>Administrative</i>							
Board of Supervisor Fees	5,015	4,800	4,000	1,800	2,000	3,800	9,600
FICA Taxes	31	-	500	-	153	153	734
ProfServ-Mgmt Consulting Service	54,080	31,283	80,000	40,750	39,250	80,000	72,000
Transcript Cost	1,180	1,710	1,000	865	865	1,730	2,400
Auditing Services	4,850	4,875	5,000	4,925	-	4,925	5,000
Accounting Services	15,000	10,450	7,200	5,338	7,075	12,413	14,150
ProfServ-Special Assessment	1,000	1,000	1,000	1,000	-	1,000	1,000
ProfServ-Property Appraiser	9,648	9,648	9,045	9,045	-	9,045	9,447
ProfServ-Tax Collector	12,469	11,725	13,000	7,341	1,326	8,667	12,596
ProfServ-Legal Services	18,420	40,754	25,000	12,010	12,010	24,020	25,000
ProfServ-Engineering	-	12,500	2,000	-	2,000	2,000	5,000
Postage	289	433	400	91	91	182	150
Computer Support	811	1,149	600	300	300	600	600
Insurance - General Liability	33,272	27,230	31,000	27,205	-	27,205	29,926
Legal Advertising	2,584	4,421	2,000	1,110	890	2,000	4,000
Office Supplies	519	490	400	396	396	792	500
Dues, Licenses, Subscriptions	200	175	200	265	265	530	275
Miscellaneous Expense / Bank Charges	799	660	500	365	365	730	750
Total Administrative	205,682	221,377	182,845	112,806	66,986	179,792	193,128
<i>Maintenance and Landscaping</i>							
Contractual Services	131,903	139,105	134,000	68,694	65,306	134,000	140,000
R&M-Trees and Trimming	47,320	7,680	25,000	-	2,500	2,500	15,000
Plant Replacement Program	8,667	10,899	20,000	7,690	7,690	15,380	10,000
Exotic Maintenance	599	-	13,000	116	116	232	13,000
Flower Program	-	2,817	5,000	1,825	1,825	3,650	5,000
Mulch Program	11,032	1,260	15,000	9,000	6,000	15,000	9,000
Total Maintenance and Landscaping	199,520	206,211	212,000	87,325	83,437	170,762	192,000
<i>Irrigation Services</i>							
Utility-Water	14,959	18,263	15,000	7,449	7,551	15,000	15,000
Land Lease	28,083	30,636	31,000	15,318	15,682	31,000	31,000
Utilities-Electric	5,470	4,377	5,000	1,814	1,814	3,628	5,000
Repairs & Maintenance	14,841	12,349	15,000	10,229	4,771	15,000	20,000
Total Irrigation Services	63,353	75,395	66,000	34,810	29,818	64,628	71,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ACTUAL FY 2017	ADOPTED BUDGET FY 2018	ACTUAL THRU MAR-2018	PROJECTED APRIL- SEP-2018	TOTAL PROJECTED FY 2018	ANNUAL BUDGET FY 2019
Capital Expenditures & Projects							
Bridge Repair	-	-	-	13,724	13,724	27,448	-
Cap Outlay-Roads	-	1,865	230,000	4,901	4,901	9,802	50,000
Total Capital Expenditures & Projects	-	1,865	230,000	18,625	18,625	37,250	50,000
Lighting							
Utilities-Electric	15,252	17,562	15,000	12,004	12,004	24,008	24,000
R&M General	19,881	4,596	14,000	923	923	1,846	6,000
Misc-Holiday Lighting	4,485	1,345	3,000	1,750	-	1,750	3,000
Total Lighting	39,618	37,563	32,000	14,677	12,927	27,604	33,000
Access Control							
Contractual Services	77,624	83,448	84,000	42,023	41,977	84,000	86,520
Utilities-Electric	4,414	6,117	10,000	5,249	5,249	10,498	10,000
R&M Gate	4,456	6,809	5,000	9,221	-	9,221	3,580
R&M Gatehouse	20,438	10,350	8,000	2,750	5,250	8,000	5,000
Op Supplies - General	-	129	1,200	123	123	246	250
Total Access Control	106,931	106,853	108,200	59,366	52,599	111,965	105,350
TOTAL EXPENDITURES	615,105	649,264	831,045	327,609	264,392	592,001	644,478
Excess (deficiency) of revenues Over (under) expenditures	16,733	(54,380)	125,100	215,079	(198,077)	17,002	(31,870)
Net change in fund balance	16,733	(50,530)	125,100	215,079	(198,077)	17,002	(31,870)
FUND BALANCE, BEGINNING	844,120	860,853	810,323	810,323	-	810,323	827,325
FUND BALANCE, ENDING	\$ 860,853	\$ 810,323	\$ 935,423	\$ 1,025,402	\$ (198,077)	\$ 827,325	\$ 795,455

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2019	\$ 795,455
Net Change in Fund Balance - Fiscal Year 2019	(31,870)
Reserves - Fiscal Year 2019 Additions	-
Total Funds Available (Estimated) - 9/30/2019	763,585

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	161,119
Subtotal	<u>161,119</u>
Total Allocation of Available Funds	<u>161,119</u>

Total Unassigned (undesignated) Cash	<u><u>\$ 602,466</u></u>
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INSTRUCTIONS RELATING TO LANDOWNERS' MEETING
OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS

DATE OF LANDOWNERS' MEETING:	November 15, 2018
TIME:	8:30 A.M.
LOCATION:	Key Marco Community Center 505 Whiskey Creek Drive Marco Island, FL 34145

Pursuant to Chapter 190, Florida Statutes, after a Community Development District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election is intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the Landowners' Meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by the landowner and located within the District for each person that the landowner desires to elect to a position on the Board of Supervisors that is open for election for the upcoming term (three (3) seats on the Board will be up for election). A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the Landowners' Meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board of Supervisors that is open for election for the upcoming term. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The remaining candidate receiving votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

The sample agenda for the Landowners' Meeting is as follows:

Sample Agenda

1. Call to Order
2. Determination of Number of Voting Units Represented
3. Election of a Chairman for the purpose of Conducting the Landowners' Meeting
4. Nominations for the Position of Supervisor
5. Casting of Ballots
6. Ballot Tabulation
7. Landowners' Questions or Comments
8. Adjournment

LANDOWNER PROXY

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
LANDOWNERS' MEETING NOVEMBER 15, 2018**

KNOW ALL MEN BY THESE PRESENT, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("Proxy Holder") for and on behalf of the undersigned to vote as proxy at the meeting of the landowners of the Key Marco Community Development District to be held at the Key Marco Community Center, 505 Whiskey Creek Drive, Marco Island, Florida 34145, on November 15, 2018 at 8:30 a.m., said meeting published in a newspaper in Collier County; and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may come before said meeting including, but not limited to, the election of members of the Board of Supervisors. The Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally come before the meeting.

Any proxy hereto given by the undersigned for said meeting is hereby revoked. This proxy is to continue in force from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice thereof of such revocation presented at the landowners' meeting and filed with the Secretary of Key Marco Community Development District prior to the Proxy Holder exercising the voting rights conferred herein.

Signature of Fee Simple Landowner

Print Name of Fee Simple Landowner

Date

Property/Parcel Description:

Acreeage/# of Lots

Authorized Votes*:

[Insert above the street address of each parcel, the legal description of each parcel or tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

* Pursuant to section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other legal entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached here. (e.g., operating agreement, bylaws, resolution, etc.)

OFFICIAL BALLOT

KEY MARCO
COMMUNITY DEVELOPMENT DISTRICT
COLLIER COUNTY, FLORIDA
LANDOWNERS' ELECTION
NOVEMBER 16, 2018

The undersigned certifies that he/she is the owner/authorized representative of the following land, or the legal proxy holder for the owner(s) of the following land, located within Key Marco Community Development District.

Parcel Description	Acreage	Authorized Votes
Lot ____, Block _____, Horr's Island, a.k.a., Key Marco, according to the plat thereof, as recorded in Plat Book 21, Pages 5 through 19, of the Public Records of Collier County, Florida		
Lot ____, Block _____, Horr's Island, a.k.a., Key Marco, according to the plat thereof, as recorded in Plat Book 21, Pages 5 through 19, of the Public Records of Collier County, Florida		
Lot ____, Block _____, Horr's Island, a.k.a., Key Marco, according to the plat thereof, as recorded in Plat Book 21, Pages 5 through 19, of the Public Records of Collier County, Florida		

[NOTE: If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

The undersigned casts his/her vote(s) as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
_____	_____
_____	_____
_____	_____

Note: The two candidates receiving the highest number of votes shall be elected for four-year terms, and the remaining candidate shall be elected for a two-year term.

Dated: _____ Signed: _____
Print Name: _____
Address: _____

(Please be advised that all applicable proxies must be submitted with this Official Ballot)

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF KEY MARCO COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Key Marco Community Development District (the "District"), which district is located within the incorporated area of the City of Marco Island in Collier, County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons as Supervisors to the District's Board of Supervisors ("Board"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 15, 2018
TIME: 8:30 a.m.
PLACE: Key Marco Community Center
505 Whiskey Creek Dr.
Marco Island, FL 34145

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 505 Whiskey Creek Dr., Marco Island, FL 34145 ("District Manager's Office"). At said meeting, each landowner or his or her proxy holder shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office at (239) 394-4346, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Katie Maline
District Manager

Run Date(s): _____, 2018 and _____, 2018

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

Jennifer J. Edwards Supervisor of Elections

April 17, 2018

Key Marco CDD
Ms Katie Maline
505 Whiskey Creek Dr
Maro Island FL 34145

Dear Ms Maline,

In compliance with Chapter 190.06 Florida Statutes, this notice is to inform you that the official records of the Supervisor of Elections of Collier County indicate a total of 56 registered voters residing in the Key Marco CDD as of April 15, 2018.

Our records currently show the following seats up for election in November 2018 and these seats will be noticed by the Secretary of State in the official Notice of Elections:

No seats scheduled for Election in 2018

Should you have any questions regarding electoral services please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "D B Carpenter". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

David B Carpenter
Qualifying Officer
Collier County Supervisor of Elections
(239) 252-8501 davecarpenter@colliergo.net

RESOLUTION 2018-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING A DATE, TIME AND LOCATION FOR A
LANDOWNERS' MEETING AND ELECTION; PROVIDING
FOR PUBLICATION; ESTABLISHING FORMS FOR THE
LANDOWNER ELECTION; AND PROVIDING FOR
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, Key Marco Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Marco Island, Collier County, Florida; and

WHEREAS, pursuant to Section 190.006(1), Florida Statutes, the District's Board of Supervisors ("Board") "shall exercise the powers granted to the district pursuant to [Chapter 190, Florida Statutes]," and the Board shall consist of five (5) members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
KEY MARCO COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Existing Board Supervisors; Seats Subject to Elections. The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Maureen McFarland	2018
2	Jim Prange	2020
3	Dawn Harmon-Aitkenhead	2020
4	Mary Beth Schewitz	2018
5	Corrie Grado	2018

This year, Seat 1, currently held by Maureen McFarland, Seat 4, currently held by Mary Beth Schewitz, and Seat 5, currently held by Corrie Grado are subject to a landowner election. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The remaining candidate receiving votes shall be elected for a term of two (2) years.

Section 2. Landowner's Election. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect Supervisor(s) for the Board of the District shall be held on November 15, 2018, at 8:30 a.m. at Key Marco Community Center, 505 Whiskey Creek Dr., Marco Island, FL 34145.

Section 3. Publication. The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), Florida Statutes.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

531023

===== STATEMENT =====

May 25, 2018

Key Marco Community Development District
505 Whiskey Creek Drive
Marco Island, FL 34145

Bill Number 100391
Billed through 04/30/2018

CDD Special Counsel

KMCDD 00101 JLE

FOR PROFESSIONAL SERVICES RENDERED

04/03/18	JLE	Conference call regarding upcoming Board meeting; follow-up regarding the same.	0.40 hrs
04/11/18	JLE	Research laws and issues regarding roadways; prepare for and attend conference call regarding roadway issue.	2.30 hrs
04/11/18	MNM	Research law governing fees for roadway usage.	0.70 hrs
04/12/18	MNM	Research law governing fees for roadway usage.	0.20 hrs
04/13/18	JLE	Review law regarding roadways; conference call regarding the same.	1.10 hrs
04/13/18	MNM	Research law governing fees for roadway usage; conference call with Earlywine and McFarland regarding same.	4.60 hrs
04/18/18	MNM	Research law governing fees for roadway usage.	0.20 hrs
04/19/18	JLE	Prepare for, travel to and from, and attend Board meeting.	3.10 hrs
Total fees for this matter			\$3,604.50

DISBURSEMENTS

Travel	178.00
Travel - Meals	7.00
Total disbursements for this matter	\$185.00

MATTER SUMMARY

Earlywine, Jere L.	6.90 hrs	320 /hr	\$2,208.00
Means, Malcolm N.	5.70 hrs	245 /hr	\$1,396.50

TOTAL FEES	\$3,604.50
TOTAL DISBURSEMENTS	\$185.00

TOTAL CHARGES FOR THIS MATTER \$3,789.50

=====

BILLING SUMMARY

Earlywine, Jere L.	6.90 hrs	320 /hr	\$2,208.00
Means, Malcolm N.	5.70 hrs	245 /hr	\$1,396.50

TOTAL FEES	\$3,604.50
TOTAL DISBURSEMENTS	\$185.00

TOTAL CHARGES FOR THIS BILL	-----
	\$3,789.50

Please include the bill number on your check.

Property/Project Name: Key Marco Entry
 Bid From Plans By: Barnwell Gardens

Property Address: Key Marco Entry
 Marco Island, FL

Date: 6.12.2018

Contract #: 000

Submitted to: Key Marco Community
 505 Whiskey Creek Drive
 Marco Island, FL 34145
 239-394-4346
 Katie@ManagerKeyMarcoHOA.org

LANDSCAPE SERVICE DETAIL:

<u>Line</u>	<u>Item Per Plan</u>	<u>Quantity</u>	<u>Unit Price</u>		<u>Total</u>
	Gumbo Limbo 16' x 8' 6" calip	2	\$ 2,350.00	\$	4,700.00
	Triple Pygmy Date Palms 7-8'oa	10	\$ 375.00	\$	3,750.00
	Date Palm 12'CT Matching	2	\$ 4,800.00	\$	9,600.00
	Silver Saw Palmetto #15	26	\$ 190.00	\$	4,940.00
	<i>Copperteaf #15 (Not available in #15 priced #7)</i>	24	\$ 60.00	\$	1,440.00
	Dwarf Bougainvillea #7 (same as front of sign)	60	\$ 80.00	\$	4,800.00
	Croton 'Mammy Curl' #7	32	\$ 60.00	\$	1,920.00
	Croton 'Gold Dust' #7	18	\$ 60.00	\$	1,080.00
	Croton 'Petra' #7	18	\$ 60.00	\$	1,080.00
	Ixora 'Maui' #7	6	\$ 60.00	\$	360.00
	Green Island Ficus #7	24	\$ 60.00	\$	1,440.00
	Philodendron Selloum #3	32	\$ 15.00	\$	480.00
	Macho Fern #1	24	\$ 8.00	\$	192.00
	Compost Blend cuyds	10	\$ 100.00	\$	1,000.00
	Dbl Shred Pine Bark Mulch or Equal 2cuft bag	350	\$ 18.00	\$	6,300.00
	Removal of existing		\$ 7,200.00	\$	7,200.00
	Disposal of Existing	1	\$ 975.00	\$	975.00
	<i>Option: Transplant Existing Gumbo Limbo from on site @ \$1750.00 each</i>	2		\$	
	Loader Mobilization & Operator		\$ 2,315.00	\$	2,315.00
				\$	53,572.00

Property/Project Name: Key Marco Entry
Bid From Plans By: Barnwell Gardens

Date: 6.12.2018

Contract #: 000

Property Address: Key Marco Entry
Marco Island, FL

Submitted to: Key Marco Community
505 Whiskey Creek Drive
Marco Island, FL 34145
239-394-4346
Katie@ManagerKeyMarcoHOA.org

Crawford Service:

<u>LANDSCAPING TOTAL:</u>	\$	53,572.00
<u>IRRIGATION TOTAL:</u>	\$	3,500.00
<u>GRAND TOTAL:</u>	\$	57,072.00

Project Specific Notes:

- 1) Prices and sizes of material are subject to change due to availability.
- 2) Any additional equipment that may be deemed necessary and not mentioned in this proposal will be charged and time and material and will be added to this proposal. I.e. crane or large loader mobilization.
- 3) Irrigation pricing will be for new irrigation in new planting areas only.
- 4) Transplanted material and newly planted material must receive daily water for a minimum of the first 30 days.
- 5) Unit prices have been derived with proposal being accepted in its entirety. If deletions occur, unit prices are subject to change.
- 6) Residents to be notified of work taking place by others and that some disruption of traffic may occur.

Contract Notes:

We hereby propose to furnish labor and materials in accordance with the provided specifications as outlined in the attached proposal at the job name and location specified above for the total contracted price specified above. A 50% deposit of the total price will be required before the work will be scheduled to commence. The remainder will be billed as segments of work are completed. Water source, power for controller, and functional irrigation system are required prior to installation of plant materials. Any alteration or deviation from estimate specifications involving extra costs will be executed upon receiving a written change order, and will become an extra charge over the estimate. Proposal assumes we will receive site at +/- 1/10th of 1 foot from final grade. Irrigation renovation is not included unless so indicated. Contracted prices are valid for a period of 30 days past the date the contract was submitted. Access to planting areas to be provided on days of installation: mobilization cost may be applied if access is denied. CLG is not responsible for any privately owned cables, lines, pipes or wires.

WARRANTY: Warranty is contingent upon proper care and maintenance according to Florida Nurserymen Growers and Landscape Association (FNGLA) industry standards and practices. Exceptions to the warranty include transplanted materials, plants planted in pots or planters, plants without adequate irrigation coverage, improper drainage, damage to installed landscape and/or irrigation materials that result from others. Damage due to Acts of God including but not limited to animals eating plants, strong winds, frost, or salt damage are not covered under warranty. All trees, palms and shrub material are under warranty for a period of 6 months after installation, annuals and sod for a period of 30 days. If water restrictions limit watering to fewer than 2 days per week, warranty does not apply. If plants fail due to poor drainage, poor soil percolation rate, or other adverse site conditions the warranty does not apply. Warranty is for a one time replacement of the original plant.

Contract Approval:

Customer Signature

Date


Crawford Representative

6.12.2018
Date